



## HKBU Alumni Email Account Application / Password Reset Request Form

\* Required field

\* Family Name: \_\_\_\_\_ \* Other Name: \_\_\_\_\_

Chinese Name: \_\_\_\_\_ \* Student ID: \_\_\_\_\_

\* HKID: \_\_ – \_\_ \_\_ \_\_ X X X ( X ) Tel: \_\_\_\_\_

\* Graduation Year: \_\_\_\_\_ \* Graduation Field: \_\_\_\_\_

\* Personal Email Address (For receiving password): \_\_\_\_\_

**For PASSWORD RESET request, please fill in your current alumni email address:**

Reset password for alumni email address: \_\_\_\_\_ @life.hkbu.edu.hk

**For NEW account application, please fill in your preferred alumni email address:**

1<sup>st</sup> preferred email address: \_\_\_\_\_ @life.hkbu.edu.hk  
(must be 6 – 13 alpha-numerical characters; accepted special characters: “-” and “\_” ONLY)

2<sup>nd</sup> preferred email address: \_\_\_\_\_ @life.hkbu.edu.hk  
(must be 6 – 13 alpha-numerical characters; accepted special characters: “-” and “\_” ONLY)

3<sup>rd</sup> preferred email address: \_\_\_\_\_ @life.hkbu.edu.hk  
(must be 6 – 13 alpha-numerical characters; accepted special characters: “-” and “\_” ONLY)

### **Important Note**

Hong Kong Baptist University (the “University”) is committed to ensuring that your personal data are handled in accordance with the law and the University’s Privacy Policy Statement and Personal Information Collection Statement (“PPS/PICS”) (<https://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>).

As an alumna/alumnus of the University, you may change your direct marketing preference or update your personal particulars held by the University, by submitting an online form through <https://alumniupdate.hkbu.edu.hk/>. You will need to provide personal information, including your alumni ID, to verify your identity. The provision of the relevant personal data is obligatory, otherwise the University is unable to process your update request.

In case you forget your alumni ID or other required information, please contact the Alumni Affairs Office (at [alumni@hkbu.edu.hk](mailto:alumni@hkbu.edu.hk) or Room 1201, 12/F, Madam Chan Wu Wan Kwai School of Continuing Education Tower, Hong Kong Baptist University, 9 Baptist University Road, Kowloon Tong, Kowloon, Hong Kong). Please state your full name in English and Chinese (if applicable), graduation year, graduation field, and the first 4 digits of your HKID card/passport number or last 9 digits of your card number of the People’s Republic of China Resident Identity Card for verification purpose.

By submitting this form, I acknowledge that I have read the University’s PPS/PICS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Alumni Affairs Office

Tel: (852) 3411 7877

E-mail: [alumni@hkbu.edu.hk](mailto:alumni@hkbu.edu.hk)

Fax: (852) 3411 2561

Website: <http://aao.hkbu.edu.hk>